

WATERBERG DISTRICT MUNICIPALITY



on the Go for Growth

CATERING POLICY

CATERING POLICY

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CATERING POLICY

WATERBERG DISTRICT MUNICIPALITY: RECORDS MANAGEMENT POLICY

1. PREAMBLE

The catering policy will monitor the catering requirements and allowances of all meetings and other gatherings of WDM.

2. OBJECTIVES

- a) To regulate and control expenditure in relation to catering
- b) To regulate instances and events where catering should be provided
- c) To indicate what meetings are allowed to have catering
- d) To indicate what other gatherings are allowed to have catering
- e) To indicate what type of catering is allowed, and
- f) To indicate the processes to be followed for catering

3. SCOPE OF APPLICATION

This policy is applicable to all service providers, employees and councillors of WDM.

4. DEFINITIONS

WDM	:	Waterberg District Municipality
Catering	:	The supply of decorations and settings and/or equipment and/or food and beverages for any internal or external event/meeting/similar gathering of the municipality
Beverage	:	Coffee/tea/juice/cool drink/water

5. CATERING COSTS (subject to paragraph 6&7)

-Do not incur catering expenses for any meetings where only municipal officials are in attendance. Notwithstanding the above, the accounting officer may incur catering expenses for the following, provided that such lasts for five (5) continuous hours or more:

- a) The housing of conferences, workshops, courses, forums, recruitment interviews, training course, hearings;
- b) Meetings related to commissions or committees of enquiry;
- c) Meetings hosted by the board of directors of municipal entities, including governance committee meetings which includes council meeting, mayoral committee meetings, meetings with external stakeholders;
- d) Mass meetings held for municipal purposes (e.g. IMBIZO)
- e) Meetings/Functions approved by the municipal manager.

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-Ensure that entertainment allowances of qualifying officials do not exceed two thousand rand (R2 000.00) per person per financial year subject to the review of the National Treasury. It is the discretion of the qualifying official how they use the entertainment allowance.

-Notwithstanding the above, the MM may incur no more than the petty cash allocation or limitations on expenditure from their respective budgets to host farewell functions to employees who are either:

- a) Proceeding on retirement due to ill health: or
- b) Proceeding on retirement after reaching the qualifying age limit of a minimum of ten (10) or more years working for the municipality.

-Municipal Manager and other accounting authorities may not host farewell functions for employees who have;

- a) Been dismissed;
- b) Elected to resign or leave by accepting severance packages; or
- c) Approached the end of their contractual term.

TAKE NOTE:

A meeting should also not be scheduled over lunch time or supper time if any other time is available.

Personal gifts, e.g. cakes and flowers for birthdays, may only be paid from HOD entertainment vote.

6. TYPES OF CATERING

- a) For meeting starting in the morning and end before lunch (including half day):
Coffee/Tea, sandwiches and refreshments (menu 1)
- b) For meetings starting in the morning and end beyond lunch (full day, not half day):
Full lunch (menu 2/3)
- c) For meetings starting at 14h00:
No lunch will be served, except Council and Mayoral Committee meetings
- d) For meetings extending to after 19h00 in the evening:
Supper will be served (menu 3)

7. CATERING ARRANGEMENTS

7.1 COUNCIL MEETINGS

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- 25 – 40 persons, including guests (the number to be based on the average attendance figures over the past six months).
- Only if the Speaker or Mayor agrees and depending on the length of the agenda, a light lunch/finger lunch will be served (menu three (3)), otherwise menu two (2).

7.2 MAYCO MEETINGS

- 10 persons (the actual number to be based on the average attendance figures over the past six months).
- Only if the Executive Mayor agrees and depending on the length of the agenda, a light lunch will be served (menu three (3)), otherwise menu two (2).

7.3 ALL DAY SESSIONS

- Tea/coffee prior to meeting
- Menu two (2) for lunch with fruit juice
- Tea/Coffee at 15h00/15h30 on request
- In all day sessions held in venues where Council is obliged to make use of the caterers nominated by the venue owner, venues not owned by Council) the actual cost of catering must be paid on condition that the food supplied is similar to menu two and that the use of non-Council venues be authorized by the relevant Directorates.
- Municipal Manager may approve menu three (3) for all day sessions if external stakeholders are involved, but only with special motivation.

7.4 HALF DAY SESSIONS

- Menu one (1) – Tea/Coffee and sandwiches or muffins and scones only.

7.5 PUBLIC PARTICIPATION AND OTHER EXECUTIVE MEETINGS

- The Executive Mayor, the Deputy Executive Mayor, Speaker, Chief Whip and other Mayoral Committee members may require refreshments for official meetings, other than the formal Committee meetings.
- The relevant Councillors have to determine the nature of catering to be arranged.
- Catering has to be in line with the guidelines in this policy.
- Arrangements for this purpose will have to be made by the relevant officials and should be funded from the relevant operating budget vote.
- VIP – Menu three (3) or four (4)
- Masses – Menu two (2) or three (3)

8. TYPES OF MENUS

- **MENU ONE (1)**
Snacks
– Sandwiches or muffins or scones
Coffee/tea
- **MENU TWO (2)**
Meal
- Assortments of sandwiched snacks and savouries with a variety of fillings (meat, chicken and vegetarian)

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Coffee/Tea
Cold Beverage

- **MENUE THREE (3)**

Meal
Salad
Bread
Coffee/Tea
Cold beverage

- **MENU FOUR (4)**

Meal
Vegetables
Salad
Bread
Coffee/Tea
Cold beverage

9. PROCUREMENT PROCESSES

Managers should direct any request for catering to the Divisional Manager SCM by way of completing a request form indicating:

- What type of a meeting
- Number of people attending
- Names/positions of people attending/relevant department or organization name
- Starting time
- Estimated adjourning time
- Indicate where funds are to be sourced from and the availability of funds

Request for catering (approved by Municipal Manager) must be submitted to the SCM unit at least 3 days before the meeting in instances of procurement below R30 000.

For major events, the following conditions also apply:

- a) The Municipal Manager or his designate will set up an Organizing Committee.
- b) The designate committee will comprise of at least one member of SCM, the Project Manager, another designate from the department procuring and other members to be appointed by the Municipal Manager.
- c) The committee will be charged with the following responsibilities:
 - i) Develop a check list
 - ii) Submit plan and recommendations to the Municipal Manager for procurement in terms of the Council's Procurement Policy and subject to the availability of funds.
 - iii) All expenses relating to catering shall be undertaken and paid for in terms of applicable WDM policies and must first be authorized by the Municipal Manager.
 - iv) The necessary order form must be completed and properly signed before any expenditure is undertaken.

10. RESTRICTIONS ON CATERING

- Departments may procure a maximum of 24 energy drinks per year.

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- Catering may only be incurred in terms of the approved budget, thus only if the specific activity was originally provided for in the budget.
- Virements will not be approved to augment shortfalls in budgets due to payment of unplanned catering activities or catering activities not accommodated in the original budget.
- All beverages referred to are non-alcoholic; no alcohol may be procured with municipal funds.

11. STANDARD CONDITIONS FOR CATERING

The municipality expect a quality service and value for money in all catering services to be rendered with the municipality. The following conditions have been prepared to assist the service provider in delivering such a service:

- The Service Provider must provide the service according to the specifications provided.
- The Service Provider must be of good quality and be delivered on the agreed time before the commencement of the event.
- Bottled water if included in the specs must be delivered early in the morning between 08h00 and 09h30 before the event.
- The food delivered must be of the right quantity as per the specifications.
- The food must be well cooked and be poured in bowls, not cooking pots.
- The Service Provider must prepare a table where they will be served and has a table cloth.
- The plates, spoons, forks to be used for serving must be clean and at least fifteen must be on the same colour & design.
- All catering must come with tooth picks and serviettes.
- Cool drinks must be served cold.
- All caterers are expected to leave the venue clean after catering.
- Food must arrive at least 15 minutes before the agreed time to allow the caterer enough time to unpack, set up the table and ensure that everything is in place before people start dishing up.
- Caterers are expected to be clean and presentable during the delivery of the service.
- During delivery of the service, the caterer's hair must be covered and an apron or decent overall be worn.
- Any food remaining during catering must be given to the Project Manager or must be enquired with the Project Managers on what should be done with it.
- On any service rendered that is not satisfactory, the municipality has the right to impose penalties and/or blacklist the service provider.
- An acceptance of the municipality's order means that the service provider accepts the conditions under which the municipality can impose penalties or suspensions on them due to the lack of or poor service delivery. Even though SLA's are not signed for every service, the standard penalty paragraph of the WDM standard SLA applies to all services rendered only on order.
- SCM official and the project manager will be available to inspect the food before the food can be served and complete an assessment form of the service.
- It is the responsibility of the service provider to communicate with the municipality in case of unforeseen circumstances that can hinder delivery of goods according to specification.
- If failure to deliver the service is anticipated, the municipality must be informed 24 hours before the day of the event.
- Penalties and/or suspensions can be imposed according to the discretion of the municipality and with the approval of the Municipal Manager.

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12. INSPECTION OF CATERERS

All caterers or catering companies must comply with the following:

- Regulation no. 29792: Foodstuffs, Cosmetics and Disinfectants Act, 54 of 1972 (Regulation Gazette nr. 328) Regulations relating to the powers and duties of inspectors and analysts conducting inspections and analyses on foodstuffs and at food premises (20 April 2007)
- Regulation no. 28553: Foodstuffs, Foodstuffs, Cosmetics and Disinfectants Act, 54 of 1972 (Regulation Gazette nr. 186)) Regulations relating to the powers and duties of inspectors and investigations conducted on foodstuffs at food premises (3 March 2006)
- Must be in possession of a Certificate of Acceptability (COA) for Food Handling (R918 of 31 July 1999) in terms of Food Premises issued by the Local Authority: Environmental Health Department
- By request, a reliable caterer who complies with halaal, kosher or special dietary requirement/dietary needs.

13. IMPLEMENTATION

All expenditure related to catering for an event will be paid out of a vote budgeted for that purpose.

This policy must be implemented by all employees of WDM, but managers and supervisors should ensure that this policy is implemented effectively.

Any employee who breaches this policy shall be liable for disciplinary measures.

Adopted by Council at its meeting held on _____ 2019

Council Resolution Number _____

Signed at _____ on _____ 2019

Municipal Manager